ICCM *International Committee on Composite Materials*

GUIDELINES FOR THE
CONDUCT OF CONFERENCES OF THE ICCM

This document is written to provide guidelines to aid those writing proposals to host Conferences of the ICCM, those actually hosting such conferences, and the officers of the ICCM in working with such personnel. The document is specifically called out in Article 14 of the By-Laws of the ICCM with regard to "Selection of Conference Sites" and supplements what is noted there. This document provides greater detail with regard to the multiple specific aspects of such Conferences. The document is a product of the Executive Council and is under direct control of the Council.

The overall and detailed aspects of this document are reviewed at each Conference of the ICCM by the Executive Council at its second meeting at the conclusion of the Conference. Specific note is given to the numbers of that particular Conference and the relative success thereof.

Although generally not prescriptive, these guidelines capture the expectations of the overall ICCM in the conduct of their Conferences. In describing these expectations, three categories are defined:

required -- This aspect **must** be included in any proposal and cannot be excluded in any subsequent changes prior to the actual Conference.

desired -- This aspect is one that Conference attendees desire and generally contributes to the overall success of a Conference of the ICCM. It is suggested that those offering proposals include these aspects in their proposal.

optional -- This aspect is one that is often part of a Conference and for which attendees have shown affinity. Although this aspect can help contribute to the overall success of a Conference, it is not generally expected and it is left to the discretion of those offering proposals as to whether to include this aspect in their proposal.

These category designations are noted *in italics* before each aspect in the following guidelines.

It is noted that once a proposal for hosting a Conference is made and accepted, the details of the Conference as proposed should not be changed without extenuating circumstances and in consultation with, and including final approval of, the President of the ICCM. A proposal, as accepted, is an agreement between the ICCM and the Conference Organizing Committee, and the expectation of those approving such are that the details when the Conference takes place will be as accepted in the proposal.

FOREWORD – OVERALL ASPECTS

Prior to speaking to the specific guidelines pertaining to a Conference of the ICCM, the overall aspects are first addressed. These deal with the overall format of the Conference in terms of types of sessions and exhibitions, and the approximate overall numbers of papers/presentations and of participants that would be representative of a successful Conference of the ICCM.

A Conference of the ICCM consists of plenary, full oral, and poster (with or without mini-oral) presentations, plus a relatively small technical exhibition. Written papers and full conference presentations are associated with full oral presentations. Written papers and posters are associated with poster presentations. Based on past Conferences of the ICCM and recent general trends, the following numbers would be representative of a Conference of the ICCM: at least 5 plenary presentations, a total of 900 - 1200 high quality full oral and poster presentations with a relative ratio of 8/2 - 7/3 full oral to poster presentations, and a total of 1200 - 1600 participants from a broad representation of nations from all World Regions of the ICCM. This would entail on the order of 40 - 50 nations.

Further specifics within these guidelines are based on these numbers.

It is noted and emphasized that in working the specifics of the Conference and its organization, the details and purpose of the "ICCM Diversity and Inclusion Statement", which follows, is to be taken into account and be a pursuit of those organizing that Conference:

> "ICCM encourages the participation of people with a diversity of backgrounds and experiences, regardless of their personal characteristics.
>
> An objective of ICCM is to achieve an environment rich in intellectual variety and respect for the individual, optimally suited to address the need of the future in the fields of the science, technology, engineering, and application of composite materials, with diversity recognized as a driver for innovation and growth."

1 - LOCATION

1.1 *(required)* An easily accessible airport is to be within approximately 30 kilometers of the Conference location via generally available transport (either public or provided by the Conference Organizing Committee); **or** transport to the Conference location from an easily accessible airport is to be readily accessible via regular public transportation, or is to be provided (e.g. chartered busses) on a regular time basis by the Conference Organizing Committee for the periods of the beginning and end of the Conference.

1.2 *(desired)* A variety of restaurants, shops, and other such attractions are to be within easy walking distance of the Conference location and the associated hotels.

1.3 *(required)* The surroundings of the Conference location, hotel, and local attractions are to be in what is considered a generally safe environment. Such issues affecting security and safety of the delegates must be addressed in the original presented proposal.

1.4 *(required)* There is to be an appropriate medical facility accessible to all Conference attendees within 40 kilometers of the Conference location via generally available transport (either public or provided by the Conference Organizing Committee). This can be either a public facility, or a private facility with which the Conference Organizing Committee has made the necessary arrangements. This needs to be accessible 24 hours per day.

1.5 *(required)* Presenters of proposals and Conference Organizing Committees must list visa requirements for individuals from Member Nations in appropriate communications.

2 - FACILITIES

2.1 <u>Conference Center</u>

2.1.1 *(required)* A central conference center is to be located in one building or in closely-located multiple buildings such that delegates can conveniently move between sessions in a timely fashion.

2.1.2 *(required)* A large conference room, or set of rooms, is to be available in the conference center for plenary sessions including the General Assembly meeting of the ICCM. Any room must seat all attendees of the Conference and must be in a "university auditorium" configuration or have raised screens so that all attendees can have good visibility of projected material.

2.1.3 *(required)* Breakout rooms for parallel sessions are to be available in the conference center. These breakout rooms are to have overall capacity to house all attendees during parallel sessions. These breakout rooms must be of a size (including height) and layout such that there is good visibility of projected material.

2.1.4 *(desired)* Attendance capability of breakout rooms should include an "overattendance factor" of 1.2. Thus, with A parallel sessions and a total Conference attendance of B, each breakout room is to have a minimum capacity of 1.2 x (B/A).

2.1.5 *(optional)* There is to be at least one larger breakout room to be used if a particular set of sessions is of significant interest. The Conference Organizing Committee is to monitor session attendance and move sessions, as warranted, to such larger room(s). Good communication of these moves must be conveyed to the attendees. (See *required* Item 5.4.)

2.1.6 *(desired)* A physical arrangement of one or more rooms is to be provided for mini-oral presentations so that attendees can clearly hear the one presentation of interest to them.

2.1.7 *(required)* A room is to be provided for meetings of the Executive Council on the Sunday preceding the Conference, on the Friday of the Conference, and on any other days designated by the President of the ICCM. Appropriate light refreshments are to be provided for each meeting. Times are set by the President of the ICCM. This room should be provided at the Conference Center. The location can be changed to a convenient site, at the direction of the President of the ICCM, if all Executive Council members in attendance at the Conference are staying at a neighboring locus of hotels.

2.1.8 *(required)* A room is to be provided for the needed meetings of the President of the ICCM associated with business of the ICCM. This includes meetings with regard to proposal review, preparation for the General Assembly, and vote counting. These rooms can be provided at the Conference Center or at the headquarters hotel (See Item 2.2.5.).

2.1.9 *(required)* Wi-Fi is to be available at the Conference Center with sufficient capacity to handle the needs of the anticipated number of attendees and that of the Conference Organizing Committee.

2.2 Hotels

2.2.1 *(required)* Hotels are to be available for all expected participants (see numbers indicated in FOREWORD) and at least 25% more than the expected number of participants.

2.2.2 *(required)* There are to be three levels of hotel accommodation: first-class, medium, and budget. Rates, location, and capability (number) for housing attendees are to be noted for each option. Availability amongst these three levels should be approximately balanced.

2.2.3 *(required)* All hotels are to be located preferably within 1 kilometer, but at most within 2 kilometers, of the Conference Center and each other. Otherwise, regular transportation (e.g. chartered busses) is to be provided between the hotels and the Conference Center at convenient times for participants to arrive at and depart all Conference sessions and any special events.

2.2.4 *(required)* The headquarters hotel is to be a first-class hotel and must be able to house at least 250 participants, and their accompanying guests. Full details of this hotel are to be announced at least 7 months prior to the Conference date.

2.2.5 *(desired)* A suite is to be provided for the President of the ICCM, for normal hotel room rate, at the hotel headquarters. This suite is to be sufficient for holding meetings of the President of the ICCM associated with business of the ICCM (See Item 2.1.8.).

2.3 Reception and Banquet

2.3.1 *(required)* A large room or facility suitable for hosting the Welcoming Reception for all the expected participants, plus their accompanying guests is to be located at the headquarters hotel, at the Conference Center, at a location within walking distance of less than 1 kilometer of the set of hotels, or at a location to which transportation is to be provided from the hotels and again back to the hotels.

2.3.2 *(required)* A large room or facility suitable for hosting the Conference Banquet for all the expected participants, plus their accompanying guests is to be located at the headquarters hotel, at the Conference Center, at a location within walking distance of less than 1 kilometer of the set of hotels, or at a location to which transportation is to be provided from the hotels and again back to the hotels.

3 - GENERAL MEETING SCHEDULE

3.1 Overall

3.1.1 *(required)* Conferences are to be held in the time period of June, July, and August.

3.1.2 *(desired)* Of the three months of June, July, and August, July is the desired month. In setting dates for the Conference, consideration should be given to significant national holidays of Member Nations.

3.1.3 *(required)* The Conference sessions are to run from Monday through Friday with the tradition, but not requirement, of adjourning after a half-day on Friday.

3.1.4 *(required)* The Conference registration desk is to open on the Sunday immediately preceding the Conference sessions.

3.1.5 *(required)* A "Welcoming Session" with remarks by the Conference Chairman and the President of the ICCM, is the first session of the Conference and immediately precedes the first plenary lecture on the first day of the Conference.

3.1.6 *(required)* The first plenary lecture is for the Scala Award Winner (See ICCM By-Law Article 16), as determined by the Executive Council of ICCM, and is to be named "the Scala Lecture". The same courtesies are to be extended to this winner as to other plenary lecturers of the Conference.

3.1.7 *(required)* Consideration should be given to diversity in inviting Plenary Speakers, in accordance with the ICCM Diversity, Equity and Inclusion Statement. They are to represent all regions of the world. (Regions are defined in ICCM By-Law Article 17.)

3.1.8 *(required)* A special session for presentation of papers to be considered for the Tsai Award is to be defined and scheduled in coordination with the ICCM Senior Vice President. This is to be scheduled on Monday, Tuesday, or Wednesday.

3.1.9 *(required)* The General Assembly is to be held on Wednesday afternoon at 1600 local time. No other meetings can be held during this period. (Note that the Executive Council can direct a change in the day and time of this meeting, as per ICCM By-Law Article 6.1.)

3.1.10 *(required)* All sessions and events must be open to all attendees, except as restricted by attendee category as defined in Item 6.1. No restrictions can be based on nationality or any other consideration except the defined attendee category.

3.1.11 *(desired)* A "Farewell Reception" is the closing session(s) of the Conference.

3.2 Daily

3.2.1 *(required)* A plenary lecture is to begin the public aspect of each day of the Conference. No other sessions are to be held opposite to the one plenary lecture. The minimum length of plenary presentations is to be in a 35/5 format with 35 minutes for presentations and 5 minutes for questions. The length of a plenary presentation can be longer as desired.

3.2.2 *(required)* Public sessions are to begin no earlier than 0800 local time

3.2.3 *(desired)* Public sessions are to end no later than 1800 local time.

3.2.4 *(required)* Parallel sessions are to run at other times through this time period to accommodate the number of full oral and mini-oral presentations.

3.2.5 *(desired)* The number of parallel sessions is not to exceed 15.

3.2.6 *(required)* Poster sessions are to be scheduled. Those may be scheduled during these defined public session periods, except during plenary sessions.

3.2.7 *(desired)* Poster sessions are to have associated mini-oral presentations scheduled. These are to be grouped by theme and have the theme and schedule shown in the schedule (See Item 5.1.) as for full oral presentations.

3.2.8 *(required)* Two chairs are to be appointed for each session to introduce speakers, handle questions and maintain the timing (See Item 4.1.3).

3.2.9 *(required)* A meeting for the chairs and speakers of each session is to be held to provide instruction and to allow session participants to become acquainted. Preferably, this should be held at least 30 minutes prior to the start of the public program of each day with a continental breakfast provided.

3.2.10 *(desired)* A morning break of 20 - 30 minutes in duration, including hot and cold drinks, and preferably light food, is to be part of the schedule each day.

3.2.11 *(required)* A lunch break of 90 minutes in duration is to be part of the schedule each day.

3.2.12 *(desired)* Lunch is to be provided at the Conference Center site. If lunch is provided at the Conference Center site, the lunch break can be reduced to as short as 60 minutes in duration.

3.2.13 *(desired)* An afternoon break of 20 - 30 minutes in duration, including hot and cold drinks, and preferably light food, is to be part of the schedule each day.

3.2.14 *(desired)* One or more physical locations are to be provided outside the scheduled sessions, while these sessions are ongoing, to allow opportunities for attendees to network and have general interaction. The(se) location(s) is(are) to have seating availability and can have food and drink available at no charge or which can be purchased for fees not tied to registration or other items (See Item 6).

3.2.15 *(desired)* Consideration should be given to dietary requirements and allergies when choosing and labelling food to be offered.

3.3 Evening

    3.3.1 *(required)* The Welcoming Reception is to be held on Monday evening, after an appropriate break for full attendee rest and preparation.

    3.3.2 *(required)* The Conference Banquet is to be held on Thursday evening, after an appropriate break for full attendee rest and preparation. Time is to be provided for remarks by the President of ICCM.

    3.3.3 *(desired)* Night panel sessions can be held on Tuesday and Wednesday evenings, generally after a break for dinner.

4 - CONDUCT OF PARALLEL SESSIONS

4.1 Timing

    4.1.1 *(required)* The minimum length of full oral presentations is to be in a 15/5 format with 15 minutes for presentation and 5 minutes for questions.

    4.1.2 *(desired)* 5 additional minutes are to be scheduled into the minimum 15/5 format for full oral presentations to allow a 20/5 format.

    4.1.3 *(required)* Time is to be sequenced for full oral and mini-oral presentations for parallel sessions such that attendees can switch from session to session at coordinated points within the sessions. Session chairs are to be instructed to maintain timing such that presentations begin at the designated, coordinated times. This includes not skipping to a subsequent presentation if a presenter is not in attendance to present.

    4.1.4 *(desired)* The length of mini-oral presentations of posters is to be 2 - 5 minutes.

4.2 Physical Aspects

    4.2.1 *(required)* Computers, or access thereto, and computer projectors are to be available in each room. The Conference Organizing Committee is to coordinate with presenting authors as to clearly specifying requirements and any restrictions regarding the format of computer material for presentation via the system available at the Conference site, and to allow presenting authors to check their presentations at the Conference prior to their session at the Conference.

    4.2.2 *(desired)* A wall clock or large desk clock, synchronized with all other clocks, is to be available in each room.

    4.2.3 *(desired)* An audio system with a microphone, and a laser pointer are to be available in each room.

    4.2.4 *(desired)* An operations person is to be available in each room to help with operational details.

    4.2.5 *(desired)* Lighting can be reduced in any room, but no lower than to a level such that people can still see schedules, read abstracts, etc.

    4.2.6 *(optional*) Each room is to be provided with a set of cue cards marked "5 minutes", "1 minute", and "Please stop".

    4.2.7 *(required)* Printed charts or posters may be used to convey information only during poster sessions.

5 - PRINTED AND TRANSMITTED INFORMATION

5.1 *(required)* A registrant package ("full attendee package", See Item 6.1.4.) is to be given to each full attendee including the latest schedule, a full set of proceedings, and a list of (pre- registered) attendees including their status (e.g. full, student, day(s) (See Item 6.1.1)) and their contact information, as permitted by local law.

5.2 *(required)* Delegates must be given the possibility to opt out of having their names and/or contact details being included in the attendee list.

5.3 *(required)* The ICCM logo is to be displayed on the cover page of all official Conference documents, as well as on all Conference communications.

5.4 *(required)* Any changes to daily schedule are to be posted at the Conference Control Area (i.e. Registration/Information Desk), at locations directly affected by such changes, and at any other convenient locations (e.g. lobby of headquarters hotel if not co-located with Conference Center).

5.5 *(desired)* A communications person is to check on sessions and other conference activities, help maintain proper time sequencing, and communicate any changes in timing and scheduling by the best means available.

5.6 *(required)* The schedule provides the complete list of events, presentations, and other scheduled items associated with the Conference.

  5.6.1 *(required)* This is to be provided in a format such that all concurrent items and associated information are presented on the same page.

  5.6.2 *(required)* For all presentations including all poster formats, the provided information in the schedule is to include the title, the presenting author, and a succinct summary of approximately 25-50 words.

  5.6.3 *(desired)* All authors are to be listed in the schedule.

5.7 *(required)* The set of proceedings includes three formats: papers of 6 - 12 pages including figures and tables, full conference presentations, and posters. This is to be provided on electronic/appropriate media in a pdf format. These are to be organized such that they are indexed and searchable by authors and topics, and must include a Table of Contents that includes links (e.g. hyperlinks) to the computer file of each presentation.

  5.7.1 *(required)* Presenters of full oral presentations must submit an item for the set of proceedings. They have the option of submitting a paper or a full conference presentation. This presentation should preferably be the final version, although may exclude non-critical elements which the authors do not wish to appear in the proceedings. Small changes may be made for the actual presentation at the Conference based on developments since the submission date. Charts should be sufficiently complete to allow readers of the proceedings to understand the presentation.

  5.7.2 *(required)* Presenters of posters, with or without mini-oral presentations (See Item 3.2.7.), must submit an item for the set of proceedings. They have the option of submitting a paper or their posters.

  5.7.3 *(required)* Full oral presentations will not be scheduled at the Conference if authors have not provided the needed submission by the time indicated. (See Item 7.)

5.8 *(required)* All printed and transmitted information in the schedule, full set of proceedings, and list of (preregistered) attendees is to be provided in a minimum font size of 10 point. Consideration is to be given to the use of larger font sizes for readability of various information in each of these.

5.9 *(required)* The schedule and list of attendees must be presented via a means such that they are available and readily accessible to all attendees at the Conference registration desk when that opens. At present, this is to be achieved by having these documents printed and available electronically. Each attendee is to have the option to not receive these printed documents (See Items 7.9 and 7.10).

5.10 *(required)* The set of proceedings is to be accessible on the ICCM website for open access not until six months after the Conference occurred, but before the next ICCM Conference occurs. The set of proceedings may be accessible on the web prior to that date only to registered delegates of the Conference.

5.11 *(required)* By the time that the Conference registration desk opens, the set of proceedings must be accessible only to registered delegates of the Conference.

5.12 *(required)* The Conference Organizing Committee is to ensure that all authors confirm that there are no restrictions on the use of all printed and transmitted information that the authors have submitted. This includes images as well as all other information.

5.13 *(required)* The Conference Organizing Committee shall make arrangements with regard to all printed and transmitted information such that ICCM has permission to freely use this information subsequent to the Conference.

6 – REGISTRATION ITEMS AND FEES

6.1 <u>Registration</u>

6.1.1 *(required)* There are to be two registration/attendee categories and associated fees: full and student. Other categories (e.g. "daily", "presenter") and associated fees are not required but can be included.

6.1.2 *(desired)* A reduced fee for early registration, either as full or student, is to be available.

6.1.3 *(optional)* An additional fee can be added to the full registration fee for on-site registration if additional costs associated with on-site registration need to be recovered.

6.1.4 *(required)* The full attendee registration fee includes admission to all sessions, an appropriate name badge (easily readable at a distance), the full attendee package (See Item 5.1.), admission to the Welcoming Reception, admission to the Conference Banquet, the Farewell Reception, if offered, and food and drink of the morning and afternoon breaks, if provided.

6.1.5 *(required)* The student attendee registration fee includes admission to all sessions, an appropriate name badge (easily readable at a distance), the schedule, the list of (pre-registered) attendees and their contact information, and food and drink of the morning and afternoon breaks, if provided.

6.1.6 *(required)* Both full and student attendee registration fees allow access to the chair/speaker meeting and any breakfast served on the day of a registrant being a chair or speaker.

6.1.7 *(optional)* The full attendee fee includes lunch if offered.

6.1.8 *(optional)* The student fee includes lunch if offered.

6.2 <u>A la Carte</u>

6.2.1 *(required)* Tickets for the Welcoming Reception are to be available for purchase by full attendees for their accompanying guests, or by student attendees for themselves and their guests. These are to be available prior to the Conference, and, if possible, are to be available for purchase on-site.

6.2.2 *(required)* Tickets for the Conference Banquet are to be available for purchase by full attendees for their accompanying guests, or by student attendees for themselves and their guests. These are to be available prior to the Conference, and, if possible, are to be available for purchase on-site.

6.2.3 *(required)* Tickets for lunch, if offered as part of the full attendee fee, but not in the student attendee fee, are to be available for purchase by student attendees for themselves. These are to be available prior to the Conference, and, if possible, are to be available for purchase on-site.

6.2.4 *(required)* Tickets for lunch, if offered, but not as part of the full attendee fee or the student attendee fee, are to be available for purchase by full and student attendees for themselves. These are to be available for purchase prior to the Conference and on-site.

6.2.5 *(required)* Tickets for the Farewell Reception, if offered, are to be available for purchase by full attendees for their accompanying guests, or by student attendees for themselves and their guests. These are to be available prior to the Conference, and, if possible, are to be available for purchase on-site.

7 - PRE-MEETING CHRONOLOGY

7.1 *(required)* Brochures indicating site, hotel arrangements, local attractions, overall schedule, and other items are to be available at the Conference of the ICCM immediately preceding the one to be held. This is to include an initial call for abstracts.

7.2 *(required)* Prior to the first general broadcast call for abstracts, there needs to be exchange with the ICCM Senior Vice President concerning invitation for application for the Tsai Award, which is to go out with the call for abstracts, along with a definition of the planned means and coordination for handling and evaluation of these abstracts.

7.3 *(required)* The first general broadcast call for abstracts is to be distributed 18 months prior to the Conference date.

7.4 *(required)* The second general broadcast call for abstracts is to be distributed 12 months prior to the Conference date.

7.5 *(desired)* Abstracts are to be due 9 months prior to the Conference date.

7.6 *(required)* Abstracts are to include key results and key references, and are to be a minimum of 500 words in length along with inclusion of figure(s) and/or table(s).

7.7 *(desired)* Notice of acceptance of abstracts and form of presentation is to be sent 7 months prior to the Conference date.

7.8 *(desired)* All items for the set of proceedings (See Item 5.7.) in proper format for availability electronically are to be due 4 months prior to the Conference date.

7.9 *(required)* Advance registration and booking of hotel accommodation should be active and announced at least 7 months prior to the Conference date. This includes the option to not receive the schedule and list of attendees as printed information.

7.10 *(desired)* Advance registration, with early fee structure, is to close up to 4 months prior to the Conference date. Following this period, normal registration is to continue with the standard fee structure. This includes the option to not receive the schedule and list of attendees as printed information.

7.11 *(required)* The specifics concerning emergency service contacts and the medical facility which is to be accessible to all Conference attendees (See Item 1.4) are to be announced on the Conference website to registered attendees at least two months prior to the start of the Conference as well as being in the Conference schedule or in a separate information booklet concerning the Conference which is given to all attendees of the Conference.

7.12 *(required)* The schedule (See Item 5.6) is to be available electronically on the Conference website at least two weeks prior to the Conference.

8 - ACCOMPANYING GUESTS AND FAMILY MEMBER ARRANGEMENTS

8.1 *(required)* Accompanying guests are to be invited to be a part of the Welcoming Reception via an a la carte ticket purchasing arrangement.

8.2 *(required)* Accompanying guests are to be invited to be a part of the Conference Banquet via an a la carte ticket purchasing arrangement.

8.3 *(optional)* Accompanying guests are to be invited to be a part of any daily lunch, if offered, via an a la carte ticket purchasing arrangement.

8.4 *(required)* Accompanying guests are to be invited to be a part of the Farewell Reception, if offered, via an a la carte ticket purchasing arrangement.

8.5 *(desired)* Daily tours, visits, etc. are to be available, both via pre-Conference and on-site registration.

8.6 *(required)* A local point of contact is to be provided to answer questions concerning child care during the duration of the Conference. This point of contact is to be available at least when advance registration and booking of hotel accommodation opens (See Item 7.9).

8.7 *(required)* An Accompanying Guests Package is to be available. This package is to include the Welcoming Reception, the Conference Banquet, and the Farewell Reception, if offered.

8.8 *(desired)* The Accompanying Guests Package is to be available at a fee less than the sum of the a la carte fees.

8.9 *(required)* Appropriate badges are to be provided to Accompanying Guests who purchase packages.

8.10 *(optional)* Family members can accompany delegates if so desired, with appropriate fee structure set as needed.

9 - OTHER GENERAL ISSUES

9.1 *(desired)* Strategic partnerships/alliances are to be formed with national composites societies, industry, etc., in the hosting country.

9.2 *(desired)* Partnerships/alliances can be formed with composite and technical societies, industry, etc. throughout the world.

9.3 *(required)* All others who are a part of the Conference via (strategic) partnerships/alliances can participate, but not control, aspects of the Conference, as per terms set by the Executive Council and agreed upon by the President of the ICCM.

9.4 *(optional)* pre-Conference and post-Conference tours are to be available.

10 – MONEY FROM/WITH ICCM CENTRAL

10.1 *(required)* Advance Money is to be available to the Conference Organizing Committee from the ICCM Central Treasury from up to three months before the start of the ICCM cycle associated with that Conference. This period can be altered by the Executive Council. The amount of Advance Money is set as per ICCM By-Law 12.4. This money is to be returned to the ICCM no later than one month prior to the opening of that Conference. These exchanges are to be handled with the Senior Vice President of the ICCM.

10.2 *(required)* The Conference Organizing Committee is to deliver an amount of Registration Contribution Money, fixed by the Executive Council at the meeting prior to that Conference, for each fully registered participant in that Conference. This amount is expected to be the greater of 20 United States Dollars or 3% of the early full delegate registration fee (See Item 6.1.2). This Registration Contribution Money is to be delivered to the ICCM within one month of the close of that Conference. That exchange is to be handled with the Senior Vice President of the ICCM.